



International  
Labour  
Office

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*Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to [jpo@ilo.org](mailto:jpo@ilo.org).*

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

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### GENERAL INFORMATION:

**Title: Junior Professional Officer:** Small and Medium-sized Contractor Development (Construction Sector) in Developing Countries

**Duty station:** Geneva, Switzerland

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Employment Policy Department, Development and Investment Branch (DEVINVEST)

**Organisational unit:** Job Creation through Public Investment (JCPI) - Employment-Intensive Investments Programme

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### SUPERVISION

#### Direct Supervision by:

Supervision and support will be provided by Chris Donnges, head JCPI

#### Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and the JCPI team to the JPO.
- The JPO will accompany and assist the supervisor and the JCPI team in the preparation of missions, seminars, workshops and meetings.

- The JPO will accompany the supervisor and other JCPI colleagues in technical meetings and seminars, where appropriate.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

## INTRODUCTION

The ILO Employment-Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### ***Junior Professional Officer (JPO) –Small contractor development for inclusion and decent job creation in construction-***

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of productive employment creation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of public investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.
- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

Through these lines of actions, EIIP promote contractors' development in construction with the ultimate objective to creating decent jobs opportunities while delivering public and community works (housing, roads, water and sanitation, health and education facilities).

To build a competent and sustainable local construction industry, the EIIP supports the promotion of an enabling environment and delivery systems because contractual relations between the client, consultants, and contractors (especially SMEs) are often not fairly regulated. This is due to the absence of a legal system or environment that promotes the rights and obligations of small businesses in the design of infrastructure programs.

EIIP promotes the access to resources (e.g. credit, equipment, materials, continuity of work) that is essential to contractors as well as working conditions for workers. That includes setting wages, and labour productivity that can ensure contractors competitiveness. It is essential to classify and select contractors to open the public sector construction market to small and medium-sized enterprises, and emerging ones. Registration criteria may require the creation of a special category for these entrepreneurs under the existing classification system.

Contract management involves the introduction of procedures and social clauses allowing contracting bodies to access public works and services and create decent jobs. EIIP supports appropriate management systems, procedures and clauses which are put in place in procurement system to enable contractors to participate effectively and fairly in the construction market and therefore create sustainable and decent jobs for youth and vulnerable groups. This also includes open and efficient competition, transparency and accountability in procurement.

Effective vocational education and practical training are major development factor for a booming construction industry. SMEs often do not have access to training, which compromises their business environment, affects the quality of work, costs and sustainability, and increases maintenance needs. EIIP supports training programs as a comprehensive capacity development programme that are not reserved only for one target group of practitioners, but rather involving all construction stakeholders. Development of technical knowledge and skills, including for professional practices in OSH and social and environmental safeguards is essential for the emerging private sector to be involved in the construction industry and create decent jobs.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities:

- Participate in the development and dissemination of knowledge on policies and programmes related to sustainable contractors' development for decent jobs creation in infrastructure programme in developing countries, including

adapting procurement procedures and clauses to social objectives and labour-intensive approaches; hereby liaising with many of the offices in the region as well as with relevant units at HQ;

- Assist in the production of a review of selected existing ILO-supported employment-intensive investment programmes to analyse the evidence of construction in infrastructure impacts on decent jobs with a particular focus on youth, women and vulnerable groups as a targets of public investment program on construction in developing countries
- Assist in the integration of decent job in infrastructure programme within ILO policies and strategies.
- Contribute to research as well as drafting reports, policy notes and studies prepared by the EIIP;
- Support the integration of major public works in the development of EIIP strategy in Africa and in ILO Global Initiatives
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Support the integration of EIIP approaches and decent job creation through contractors development in construction into policies and projects at the request of international partners
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaise with different policy and technical people throughout the ILO.

During the period of assignment, the JPO will contribute to the following key outputs:

- Guide on EIIP principles and social clauses in procurement bidding documents and procedures
- Guide on OSH in Rural Roads Works
- Specific Communication papers for the EIIP regional seminar for practitioners in Kigali (May 2023) including data collection and analysis on the share of construction industry in the employment.
- Technical note on public infrastructure projects for decent job create as part of EIIP Strategy for Africa draft paper.
- A revised EIIP contractor development technical note and webpage for information, training material, presentations, photographs, videos, and illustrations etc.
- Preparation of EIIP project proposals at country level for resource mobilization and implementation of Contractors development component

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in the relevant field or equivalent in Economics / Social Sciences / Civil Engineering and Developmental studies, or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Social Sciences / Environmental Studies and Developmental studies/Civil or Public Works Engineering, or other relevant technical fields with demonstrated expertise.

### **Work experience:**

Experience in research/knowledge building on employment and social issues and policies. Experience in international affairs, the United Nations, IFIs and/or country level work would also be advantageous.

### **Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

### **ILO competencies:**

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

### **Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;

- Cooperate with ILO researchers and improve competence in research techniques;

## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/lang--en/index.htm>

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.